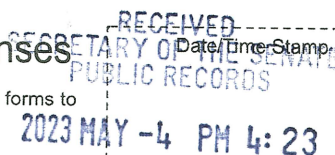


## RE-2 Employee Post Travel Disclosure of Travel Expenses

**Post Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. This form is a public disclosure. The form and all attachments will be made publicly available.



**Certification:** In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

**Private Sponsor(s):**

NFL

**Travel Dates:**

April 27-28, 2023

**Name of accompanying family member (if any):**

n/a

**Relationship to Traveler:**

**Total Expenses**

**Transportation Expenses**

511.83

**Lodging Expenses**

356.02

**Meals Expenses**

86.17

**Other Expenses (Amount & Description)**

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

5/4/23

Date

Jeffrey T. Jezierski

Printed Name of Traveler

A handwritten signature in black ink, appearing to read "Jeffrey T. Jezierski".

Signature of Traveler

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER**

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/4/23

Date

A handwritten signature in blue ink, appearing to read "Shelley Moore Capito".

Signature of Supervising Senator/Officer

## ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

**Note:** Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☐ Yes☒ No

Expense Change

Revised Amount

Explanation

Were there any changes to the pre-approved itinerary?

☒ Yes☐ No

Explanation:

Updated agenda attached.

Were there any additional changes to the pre-approved trip?

☐ Yes☒ No

Explanation:

Updated agenda attached.



## RE-1 Employee Pre-Travel Authorization

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved.

Date/Time Stamp

Name of Traveler:

Jeffrey T. Jezierski

Employing Office/Committee:

Sen. Capito- WV

Private Sponsor(s):

NFL

Destination(s):

Kansas City, MO

Travel Dates:

April 27-28, 2023

**NOTE:** If you plan to extend the trip for any reason you **must** notify the Committee.

**Explain how this trip is specifically connected to the traveler's official or representational duties.**

As a Legislative Director to Senator Capito, I am responsible for helping advance her legislative priorities. This program offers a better understanding of topics that are of benefit such as economic development and security practices. Attending this trip will enable me to improve communication and understanding of those issues.

**Do you have an accompanying family member or spouse on this trip?**      **Name and Relationship to Traveler:**

☐

(signify "yes" by checking box)

*I certify that the information contained in this form is true, complete and correct to the best of my knowledge.*

3/27/23

Date

Signature of Employee

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER**

(President of the Senate, Secretary of the Senate, Sergeant at Arms,  
Secretary for the Majority, Secretary for the Minority, and Chaplain)

Sen. Capito

(Print Senator's/Officer's Name)

hereby authorize

Jeffrey T. Jezierski

(Print Traveler's Name)

*an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.*

*I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.*

☐

(signify "yes" by checking box)

Date

Signature of Supervising Senator/Officer

**Jezierski, JT (Capito)**

---

**From:** Turner, Roslyne <Roslyne.Turner@nfl.com>  
**Sent:** Tuesday, March 21, 2023 1:56 PM  
**To:** Jezierski, JT (Capito)  
**Subject:** You're Invited: Government Affairs Congressional Forum - STAFFDEL  
**Attachments:** 2023 NFL Government Affairs Congressional Forum Agenda (Final).pdf; Senate Ethics Travel Sponsor Form (Signed).pdf



Dear JT,

The National Football League is pleased to invite you to its inaugural ***Government Affairs Congressional Forum***, to be held April 27-28 in Kansas City, Missouri. This event is designed to comply with the House and Senate rules for privately-funded, officially-connected travel.

Attached is the trip agenda and sponsor form. Please let me know of your intention to submit the required materials to the Ethics Committee to participate by **Monday, March 27<sup>th</sup>**, so that I may hold a hotel room on your behalf.

**The 30-day deadline to submit materials for approval to the appropriate Ethics Committee is Tuesday, March 28, 2023.**

Please contact Roz Turner ([Roslyne.Turner@nfl.com](mailto:Roslyne.Turner@nfl.com)) with any questions.

Thank you.



Roslyne Turner  
**NATIONAL FOOTBALL LEAGUE**  
Public Policy & Government Affairs  
Phone (202) 971-9001 | [roslyne.turner@nfl.com](mailto:roslyne.turner@nfl.com)

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If you have received this communication in error, please notify the sender immediately by replying to this email and delete the message and any attachments from your computer.

## Trip Name: Government Affairs Congressional Forum

### Organization Information

Organization Name:

National Football League

Is your organization classified as a §501(c)(3)?

☐ Yes

☒ No

If Yes, §501(c)(3) Organization Type:

☐

Private Foundation

☐

Public Charity

Address:

345 Park Avenue

City, State, Zip:

New York, NY 10154

Phone Number:

(212) 450-2000

Organization URL:

www.nfl.com

### History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

Current staff are not aware of any sponsorship of congressional travel. The league is looking to provide more first-hand experiences and demonstrations at league events.

### Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

The NFL regularly hosts local congressional staff delegations, youth organizations, and local charitable organizations around key events to educate on fan safety, player health and safety, economic impact, and issues along with DEI initiatives.

### Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

☐

I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.

☒

I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

☒

I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.

☐

I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

### Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

☒

I certify that the sponsor is not a foreign government.

☒

I certify that the sponsor is not an entity that is owned or operated by a foreign government.

☒

I certify that the sponsor does not receive funding from a foreign government.

### Purpose and Details

Provide a brief description of the trip.

The trip will offer briefing sessions on a variety of topics of interest to Congressional staff, ranging from tax and gaming to economic development and name, image, and likeness issues, along with an on-site educational tour of the Draft Theater and the surrounding perimeter to demonstrate the safety precautions that are put in place to keep fans safe at major events.

Explain how the purpose of the trip relates to your organization's mission.

Professional sports and large-scale entertainment events touch on nearly every issue facing the nation today. The NFL is constantly striving to keep fans safe and promote player safety at all levels of the game. This trip will give participants a first-hand experience on how the league achieves these goals and how Congress can help keep fans safe at events like the Draft. It will also provide staff with an opportunity to learn about the real-world impact of issues facing Congress on the league and similar organizations.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

If No, describe your organization's role in planning the trip.

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

### Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

- 1.
- 2.
- 3.



## With or Without Regard to Congressional Participation (Select one):

- ☐ The trip is arranged or organized without regard to congressional participation.
- ☒ The trip is arranged or organized with regard to congressional participation.

## Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

## Lobbyist/Foreign Agent Financing (Must select all):

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

## Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations (Select one):

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations (Select one):

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☒ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

## Certification of No Recreational Activity and No Alcohol (Must select all):

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

## Will members and staff from the House of Representatives receive invitations?

- ☒ Yes ☐ No



## Travel Details (Submit additional pages as needed)

Trip Start Date/Time:

Thursday, 4/27/23 morning



Trip End Date/Time:

Friday, 4/28/23 afternoon

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

☐ Yes☒ No

Transportation (Member/Officer/Employee: \$<sup>355</sup> Accompanying Family Member: \$<sup>0</sup>)

Transportation Type	Class	Amount
Southwest Airlines	Coach	\$355

## Details (optional)

This fare is based on current availability

Lodging (Member/Officer/Employee: \$<sup>299</sup> Accompanying Family Member: \$<sup>0</sup>)

Check-In	Check-Out	Facility	City	State	Country
4/27/23	4/28/23	Marriott Downtown Kansas	Kansas City	MO	USA
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
1	\$299	Yes	Hotel lodging exceeds the per diem rate due to the demand for lodging in Kansas City during this time. The normal Government rate at this hotel does not exceed the per diem rate of \$123. This \$299 rate is a group discount. Sponsor has been looking but not yet found a suitable hotel.		
Check-In	Check-Out	Facility	City	State	Country
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
Check-In	Check-Out	Facility	City	State	Country
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		

[illegible]

## PRIVATELY SPONSORED TRAVEL

## SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Government Affairs Congressional Forum

Travel Date(s): 4/27/23 - 4/28/23

Travel Destination(s): Kansas City, MO

Sponsor: National Football League

Roslyne Turner

*(printed name of sponsor representative)*

Government Affairs Coordinatc

*(title)*

Roslyne Turner

*(signature of sponsor representative)*

Digitally signed by Roslyne Turner  
Date: 2023.03.17 17:39:59 -04'00'

3.17.2023

*(date)*



**Government Affairs Congressional Forum  
2023 NFL DRAFT  
Kansas City, Missouri**

**Agenda  
Thursday, April 27, 2023 - Friday, April 28, 2023**

**Thursday, April 27, 2023**

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- |                     |   |
|---------------------|---|
| 7:25 AM             | <b>Southwest Airlines, Flight # 3445</b><br>Washington, DC to Kansas City, MO   |
| 9:05 AM             | <b>Arrive Kansas City International Airport, Kansas City, MO</b>  |
| 9:30 AM – 10:30 AM  | <b>Arrival Kansas City Marriott Downtown – Continental Breakfast</b><br>200 West 12 <sup>th</sup> Street, Kansas City, MO<br><i>Andy Kirk Meeting Room (A/B) – West Tower - 3<sup>rd</sup> Floor</i>  |
| 10:30 AM – 10:45 AM | <b>Welcome and Introductions</b><br><i>Katie Hill, SVP, NFL Communications and Public Affairs</i><br><i>Kansas City Marriott Downtown – Andy Kirk Meeting Room</i>  |
| 10:45 AM – 11:15 AM | <b>Legislative Briefings and Informational Tour</b><br>Union Station, Kansas City, MO<br><br><b>Session #1: Stadium Construction and Municipal Bonds</b><br><i>Matthew Shapiro, VP, NFL Events Strategy</i><br>Discussion of Federal-tax-exempt bonds as a tool to promote economic development at the local level that allow state and local governments low-cost financing for community economic development projects.   |
| 11:20 AM – 11:45 AM | <b>Travel to Kansas City Union Station</b>  |
| 11:45 AM – 12:15 PM | <b>Session #2: Player Health &amp; Safety</b><br><i>Jeff Miller, EVP, NFL Player Health &amp; Safety</i><br>Provide insight on how the league uses technology and resources to protect and advance player health and safety on gameday and beyond, including the league's leading technology, techniques, rules, and policies that are designed to keep players safe. Discussion of work partners such as AWS and equipment manufacturers to keep the game as safe as possible, and how these developments help protect youth and collegiate players as well. |
| 12:15 PM – 1:15 PM  | <b>Informational Tour – Draft Theater &amp; Experience</b><br><i>Natalie Bond, NFL Events Rotational Analyst</i><br><i>Lenny Bandy, VP, NFL Security Services</i>   |

Page 2

The tour will highlight security aspects of such events held in large scale. Participants will view demonstrations of security parameters and meet with league security staff on site. The tour will also highlight the value of the league's tentpole events in various cities and the economic impact the events have on state and local jobs, and the economy.

1:30 PM – 1:45 PM

**Travel to Kansas City Marriott Downtown**

1:45 PM – 2:30 PM

**Working Lunch***Kansas City Marriott Downtown – Andy Kirk Meeting Room***Session #3: Stadium Security – Drones & SAFETY Act***Kenneth Edmonds, VP, NFL Public Policy & Government Affairs*

Discussion of how counter-drone authority safeguards large scale events such as the Super Bowl. In 2022, the Biden Administration published a whole-of-government approach to countering drones and keeping fans safe from drone incursions. This plan was introduced as bipartisan legislation in the Senate and passed out of the Senate Homeland Security Committee on a bipartisan basis. While the legislation was not enacted in 2022, Congress did act to ensure that the Department of Homeland Security's and Department of Justice's current counter-drone authorities were extended for an additional year, allowing federal law enforcement to provide drone protection during Super Bowl LVII in Arizona. Discussion will include potential legislative framework to counter threats posed by the illicit use of unmanned aircraft systems, particularly those that may jeopardize the safety and security of large-scale sporting and entertainment events.

**SAFETY Act:**

Discussion on the importance of the SAFETY Act in keeping fans safe. For FY2023, Congress enacted a 30 percent increase in funding for the Office of SAFETY Act Implementation, which will help address the backlog of SAFETY Act applications including those for NFL stadiums. The enacted FY2023 spending bill also requires the creation of an online dashboard that will create greater transparency for pending SAFETY Act applications. Discussion will include long-term solutions to ensure coverage does not lapse during future delays and while this current backlog is addressed, including long-term authority for DHS to extend SAFETY Act coverage should an application for renewal be delayed.

**Session #4: Ticketing Reform***Jonathan Nabavi, VP, NFL Public Policy & Government Affairs*

Discuss the effects of ticketing reform and ticketing practices. On January 24, 2023, the Senate Judiciary Committee held a hearing on the recent Live Nation Entertainment/Ticketmaster Taylor Swift



Page 3

ticketing issues, sending a strong signal that reforms to the ticketing industry will be a priority for lawmakers in the 118<sup>th</sup> Congress. Proposals at both the state and federal level include provisions that would benefit fans and live events.

**Session #5: 1099-k**

*Brendon Plack, SVP, NFL Public Policy & Government Affairs*

Provide an overview of the impact of the change in the 1099 reporting threshold and how it could affect consumers and fans. The American Rescue Plan of 2021 lowered the 1099-k reporting threshold from \$20,000 and 200 transactions to \$600 and no transactions for 2022, which the IRS recently delayed to 2023. This change may affect season ticketholders and other fans who resell over \$600 of tickets per year. Will include discussion of a permanent solution that would raise the threshold and reinstate a minimum level of transactions.

2:30 PM – 3:00 PM

**Break**

3:00 PM – 4:30 PM

**Legislative Briefings – Part Two**

*Kansas City Marriott Downtown – Andy Kirk Meeting Room*

**Session #6: Draft Eligibility and Federal NIL Legislation**

*Arthur McAfee, SVP, NFL Football Pipeline Development*

Addressing potential Name, Image, and Likeness (“NIL”) legislation, including the 3-year rule, as well as the NFL Draft process. While no federal NIL bill was enacted in 2022, strong bipartisan interest remains in this issue. Congressional hearings are expected in 2023 with legislative proposals to follow those hearings. Also includes discussion of the league’s collectively-bargained eligibility rules and the league’s methodical process around Draft.

**Session #7: Community Relations & Economic Impact**

*Alexia Gallagher, VP, NFL Community Relations*

Provide insight on how the league’s tentpole events, such as the Super Bowl, Pro Bowl, and Draft, benefit and support communities throughout the United States, nationally and locally. NFL tentpole events, such as the Draft, brings thousands of jobs and tens of millions of dollars in economic activity to a local economy. Additionally, this economic activity generates new Government revenue that would not otherwise be realized if not for the league event.

**Session #8: Legalized Sports Betting**

*Jonathan Nabavi, VP, NFL Public Policy & Government Affairs*

Discussion of efforts by Congress and the Department of Justice to identify and pursue illegal offshore sportsbooks that continue to subvert the legal U.S. betting market, and how the NFL protects consumers and ensures the integrity of the game.

Page 4

4:45 PM – 5:10 PM

**Travel to Dinner**

5:10 PM – 6:45 PM

**Closing Sessions and Dinner***Arthur Bryant's BBQ, Kansas City, MO***Session #9: Diversity, Equity, and Inclusion***Jonathan Beane, SVP and Chief DEI Officer, NFL*

The NFL is committed to DEI in hiring and promotion policies. Particularly with head coaching, general manager, and senior level leadership positions, the league is constantly refining policies that give candidates from all backgrounds the ability to participate and excel on and off the field. Providing diverse candidates with professional development and networking opportunities has been a cornerstone of league and club hiring practices and will continue to evolve in years to come.

**End of Program**

6:45 PM – 7:15 PM

**Travel to Kansas City Marriott Downtown****Friday, April 28, 2023**

---

11:30 AM

**Check-out****Kansas City Marriott Downtown, Kansas City, MO**

12:55 PM

**Depart Kansas City International Airport, Kansas City, MO****American Airlines, Flight # 5178****Kansas City, MO to Washington, DC**

4:24 PM

**Arrive Ronald Reagan Washington National Airport**

Presenters are different due to conflicts in schedules of originally scheduled presenters.



Generated: 06 April 2023 20:53 GMT

**Travel Arrangements for JEZIERSKI/JEFFREY****Itinerary Booking Reference AUQXLL****Trip ID -** [REDACTED]**Customer Address**

NFL NATIONAL FOOTBALL LEAGUE  
JEFFREY JEZIERSKI  
345 PARK AVENUE  
NEW YORK NY 10154 US

**Agent NL**

American Express Global Business Travel  
National Football League  
345 Park Ave Level B  
New York, NY, 10154  
Phone: 669-272-1436

Thank you for booking your trip with us.

All your travel arrangements can be found on the following pages of this itinerary.

Please check your travel details IMMEDIATELY to make sure they are correct. If your travel arrangements are NOT ACCURATE, please contact American Express Global Business Travel WITHIN 24 HOURS OF PURCHASE for regular transactions, or BY MIDNIGHT ON THE SAME DAY OF PURCHASE FOR EXCHANGE TRANSACTIONS, in order to avoid potential airline change fees.

To access your trip details online, visit <https://mytrips.amexgbt.com>

We hope you have a pleasant trip.

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BILLING CODE : 100-181-N

**Thursday 27 April 2023****✈ 07:25 AM Washington (DCA) to Kansas City (MCI)**

Airline Booking Ref: 2ZAHNC

Carrier: Southwest Airlines Flight: WN 3445 Status: Confirmed

Operated By: Southwest Airlines

Origin: Washington, DC, Washington Ronald Reagan National Apt (DCA)

Departing: Thursday 27 April 2023 at 07:25 AM Departure Terminal: Not Applicable

Destination: Kansas City, MO, Kansas City International Apt (MCI)

Arriving: Thursday 27 April 2023 at 09:05 AM Arrival Terminal: Not Applicable

**Additional Information**

Class: Economy Distance: 950 Miles Estimated Time: 02 hours 40 minutes

Aircraft Type: Boeing 737 Seat: Not Assigned

Meal Service: Not Applicable

Frequent Flyer Number: Not Applicable

Number of Stops: 0

**Friday 28 April 2023****✈ 06:00 AM Kansas City (MCI) to Washington (DCA)**

Airline Booking Ref: MGAZKH

Carrier: American Airlines Flight: AA 5528 Status: Confirmed

Operated By: Psa Airlines As American Eagle

Origin: Kansas City, MO, Kansas City International Apt (MCI)

Departing: Friday 28 April 2023 at 06:00 AM Departure Terminal: Not Applicable

Destination: Washington, DC, Washington Ronald Reagan National Apt (DCA)

Arriving: Friday 28 April 2023 at 09:29 AM Arrival Terminal: TERMINAL 2

**Additional Information**

Class: Economy Distance: 950 Miles Estimated Time: 02 hours 29 minutes

Aircraft Type: Canadair 700 Seat: 20D

Meal Service: Not Applicable

Frequent Flyer Number: Not Applicable

Number of Stops: 0

**Air Fare Information**Routing : DCA/MCI  
Total Fare : USD 210.98**Fare Conditions**Changes : BEFORE DEPARTURE PERMITTED  
AFTER DEPARTURE NOT PERMITTEDCancellation/Refunds : BEFORE DEPARTURE PERMITTED  
AFTER DEPARTURE NOT PERMITTEDRouting : MCI/DCA  
Total Fare : USD 169.75**Fare Conditions**Changes : BEFORE DEPARTURE PERMITTED  
AFTER DEPARTURE NOT PERMITTEDCancellation/Refunds : BEFORE DEPARTURE PERMITTED  
AFTER DEPARTURE NOT PERMITTED

Ticket To Be Issued By : 06APR2023

**Additional Messages**

A Copy Of This Itinerary Must Be  
Submitted To Receive Expense Reimbursement.  
Remember The Following Information  
Unused Tickets/Coupons And Refunds Should Be  
Returned To The Travel Office For Credit  
Please Verify Frequent Flyer Mileage Credit  
At Check In.  
Thank You For Traveling With  
American Express Global Business Travel.  
Please Review Travel Arrangements  
To Ensure Accuracy.  
Southwest Airlines Does Not Offer Pre-Assigned Seating  
Please Retain Your Confirmation Number For Future  
Exchanges Of Southwest Ticketless Nonrefundable  
Reservations. To Obtain Proper Rapid Rewards Credit  
You Must Present Your Card Upon Check-In

**Important Information**

**COVID-19 Updates:** Click here to access Travel Vitals <https://travelvitals.amexgbt.com> for the latest information and advisories compiled by American Express Global Business Travel.

For important information regarding your booking in relation to the conditions applying to your booking, managing your booking and travel advisory, please refer to [www.amexglobalbusinessstravel.com/booking-info](http://www.amexglobalbusinessstravel.com/booking-info).

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